

**DODGE COUNTY
LAW ENFORCEMENT COMMITTEE MEETING
May 8, 2015**

Call to order: Meeting was called to order by Chair, MaryAnn Miller, at 8:00 a.m.; a quorum was established with the following members present:

MaryAnn Miller
Darrell Pollesch
Lisa Derr
Larry Bischoff
Larry Schraufnagel

Also Present: John Storck, Circuit Court Judge; Joseph Sciascia, Circuit Court Judge; Lynn Hron, Clerk of Courts; Kurt Klomberg, District Attorney; Bob Barrington, District Attorney Managing Attorney; Bernie Mueller, Child Support Agency; Dale Schmidt, Dodge County Sheriff; Patrick Schoebel, Medical Examiner; Steven Seim, Family Court Commissioner; Cayla Her, Victim Witness Coordinator, District Attorney's Office; Barb Brandt, Br. 4 Judicial Assistant.

Miller certifies compliance with the Open Meeting Law.

Approval of Agenda and Allow for Deviation: Motion made by Schraufnagel to approve Agenda and to allow for deviation; second by Bischoff. Motion carried.

Public Comment: Sheriff Schmidt reminded Committee of the Law Enforcement Memorial to take place on Wednesday, May 13 at 11:30 a.m. in front of the Administration Building with a meal to follow. Any responses should be directed to Juneau Police Chief Dave Beal. The cost for the meal is \$10.00.

The Torch Run this year will take place entirely in the City of Beaver Dam, with the finish at Swan City Park.

Approval of Minutes: Motion by Schraufnagel to approve Minutes of April 10, 2015; second by Bischoff. Motion carried.

Communications: None

Announcements: None

Committee Member Report: Chair MaryAnn Miller reported on the recent WCA Justice and Public Safety Steering Committee meeting. She reported discussions regarding evidence based decision making, Court funding, probation and parole reimbursement, coroner's fees, small claims filing fees, oversight of surplus property equipment, and protective status for jailers. Chair Miller requested the Clerk of Courts and Medical Examiner give additional information on pending legislation concerning their departments.

Circuit Court/Judge's Report: Judge Storck commended MaryAnn and the American Legion for Student Government Day. Lynn Hron, Kurt Klomberg and Judge Sciascia also helped, along with the Child Support Agency, for this annual event held this year on April 15.

Judge Storck commented on the budget and explained how he sees the change in business units affecting the Court system. Basically each and every business unit will need to be balanced as opposed to transferring between the business units for the Courts. Discussion was held among the Committee. He pointed out that some of the business units aren't able to be planned for and there is no control over some budget items.

Clerk of Courts Report: Lynn Hron reported on the decreased fees being collected and explained to the Committee the way some agencies file multiple cases with one filing fee that greatly reduces fees collected.

Child Support Report: Bernie Mueller reported that her recent conference in Stevens Point was very good. No other formal report.

District Attorney Report: DA Klomberg reported that there is no funding for an additional ADA or pay progression despite strong support from the State Assembly. This is not what he had hoped for and he is concerned about retaining staff. He will keep the Committee informed and thanked them for their support.

Bob Barrington was re-elected to the State Bar Board of Governors, and he was elected to the Board of Directors of the Government Lawyers Division.

Medical Examiner Report: ME Schoebel reported that there is a proposal put out by the Joint Committee on Finance to freeze Medical Examiner fees for a period of two years, then fees could be raised for the cost of inflation. This could have an effect as soon as July 1 if the budget is signed. He explained that there is not a set standard for fees in the State, and explained the difference between what Dodge County charges as compared to other counties in the State, specifically Milwaukee County. If Dodge County wants to raise fees, the resolution would need to be signed next month. PJ has talked with Mr. Mielke regarding this.

ME Schoebel was questioned by the Committee and there was discussion as to the impact this could have on the County. It was the consensus of the Committee that he should go ahead and increase his fees now and would look for a resolution next month.

Sheriff Office Report: Sheriff Schmidt reported that Christine Churchill is the new Director of Communications, and this position also oversees the secretaries.

Joe Nicholas is finishing his training today with K9 Paige.

He has implemented a County Most Wanted list again, and of the 20 so far, 5 have been picked up. He will also be getting the Child Support Agency involved for persons they are looking for. These "wanted" people will be listed on media and the website.

Funds have come in to pay for the Tactical Rifle Vests. Vests will also go to the EMT's on the SWAT Team. The vests have been ordered and should be going to the officers by the end of May.

The Sheriff gave an update regarding the Records Management System Request for Proposal (RFP) that fire service was added to the request.

Purchase was made for ten portable radios for the Detention Facility that replaced outdated radios. They were able to save money because of a sale.

The Ordinance Amending Chapter 9 – Peace and Order was given to the Committee for review last month. There was a motion by Schraufnagel with a second by Pollesch to take this matter to the County Board. Changes were explained. DA Klomberg spoke in support of this because computer crimes are addressed, and it gives discretion to his department for charging. Motion carried.

After meeting with Maas Brothers Construction last Friday, the quote was not what the Sheriff's Office was looking for. They will be coming back in the future with other quotes.

Other business: Informational presentation was made by Victim Witness Coordinator Cayla Her. She explained the Statutes that govern the services provided to victims and witnesses. This includes restitution, getting victim and witness statements and conferring with prosecutors. They work behind the scenes and attend Court with victims. They also provide referrals for services and help victims navigate through the criminal justice system.

Bob explained that there is a separate waiting room for victims.

The Judges ask prosecutors if victim rights have been complied with or are not able to go ahead with hearings if victims are without proper notification.

This unit of the District Attorneys office saves the County both time and money with their work in moving cases forward.

Next Meeting: Friday, June 5, 2015 at 8:00 a.m. at the Dodge County Justice Facility. Chair Miller reminded members to think about a change in the July meeting date, as the Justice Facility is closed for holiday on July 3, 2015.

Adjournment: Motion by Chair to adjourn meeting.
Meeting adjourned at 9:17 a.m..

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.

Larry M. Bischoff, Secretary

Barbara N. Brandt, Recording Secretary

RESOLUTION NO. _____

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, the Dodge County Board of Supervisors is authorized by Section 59.36 of the *Wisconsin Statutes*, to set fees for all of the services rendered by the Dodge County Coroner; and,

WHEREAS, by means of Ordinance 598, adopted on June 18, 2002, the elected office of coroner was abolished and a medical examiner system was instituted effective January 1, 2003, vesting the medical examiner with the powers and duties set forth in Section 59.34 of the *Wisconsin Statutes*; and,

WHEREAS, Section 59.36 of the *Wisconsin Statutes*, states that any fees may not exceed an amount that is reasonably related to the actual and necessary cost of providing the service; and,

WHEREAS, by means of Resolution No. 11-40, adopted on November 15, 2011, the Dodge County Board of Supervisors established fees for the services of the Dodge County Medical Examiner as follows, effective commencing on January 1, 2012:

Cremation Authorization:	\$175.00
Death Certificate:	\$50.00
Disinterment:	\$100.00
Autopsy Report Copies:	\$125.00
Investigative Reports:	\$10.00
Photo Duplicates (Non-digital)	\$5.00/photo
CD (digital photos)	\$25.00
Body Removal	\$250.00; and,

WHEREAS, the Dodge County Law Enforcement Committee has studied and analyzed these fees for the services of the Dodge County Medical Examiner and has formed the considered conclusion that it is necessary to increase the fees for Cremation Authorization, Death Certificate, and Body Removal, so that they will more closely reflect the actual and necessary costs of providing those services, and to establish a fee for Body Storage in the amount of \$35.00 per day;

SO, NOW, THEREFORE, BE IT RESOLVED, that the fees for the services of the Dodge County Medical Examiner are hereby established as follows, effective, commencing on June 17, 2015:

Cremation Authorization:	\$200.00
Death Certificate:	\$75.00
Disinterment:	\$100.00
Autopsy Report Copies:	\$125.00
Investigative Reports:	\$10.00
Photo Duplicates (Non-digital)	\$5.00 per photo
CD (digital photos)	\$25.00
Body Removal	\$275.00;
Body Storage	\$35.00 per day; and,

BE IT FINALLY RESOLVED, that the Dodge County Medical Examiner shall provide services to County Law Enforcement Agencies at no charge, and may, in the exercise of the sole discretion of the Medical Examiner, waive the fees set forth above, in case of hardship for a decedent's survivors.

All of which is respectfully submitted this 16th day of June, 2015.

Dodge County Law Enforcement Committee:

MaryAnn Miller

Larry Schraufnagel

Darrell Pollesch

Lisa Derr

Larry Bischoff

FISCAL NOTE:

Is the referenced expenditure included in the adopted 2015 Budget? _____ Yes or _____ No

Fiscal Impact on the adopted 2015 Budget: An increase of revenues in an estimated amount of \$6,775.

Fiscal Impact reviewed by the Dodge County Finance Committee on June 9, 2015.

David Frohling, Chairman
Dodge County Finance Committee

Vote by Finance Committee Members to Recommend Approval of this Resolution:

David Frohling: _____ Aye _____ No _____ Abstain _____ Absent from Meeting

Wayne Uttke: _____ Aye _____ No _____ Abstain _____ Absent from Meeting

Phillip Gohr: _____ Aye _____ No _____ Abstain _____ Absent from Meeting

Gerald Adelmeyer: _____ Aye _____ No _____ Abstain _____ Absent from Meeting

Thomas J. Schaefer: _____ Aye _____ No _____ Abstain _____ Absent from Meeting

RESOLUTION NO. _____

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, the Dodge County Sheriff requests that the Dodge County Board of Supervisors appropriate to the 2015 Dodge County Sheriff's Office Budget:

1. Anticipated revenues in the amount of \$26,000 from donations made by individuals and organizations, to Business Unit 2032, Law Enforcement, Account No. .4850, Donations;
2. Expenditures in the amount of \$26,000, to Business Unit 2032, Law Enforcement, Account No. .5819, Other Capital Equipment, to be expended in the following general categories in the following estimated amounts: 1) Tactical Protection Vests for deputies of the Sheriff's Office - \$25,000; and, 2) Equipment required for Project Lifesaver, a program that tracks individuals with cognitive disorders who have become lost - \$1,000;
3. Fund balance in the amount of \$7,500 to Business Unit 2032, Law Enforcement, Account No. .4932, Fund Balance Forward; and,
4. Expenditures in the amount of \$7,500, to Business Unit 2032, Law Enforcement, Account No. .5326, Advertising, and Account No. .5819, Other Capital Equipment, to be expended in the following amounts: 1) Advertising - \$2,500; and, 2) Capital items - \$5,000; and,

WHEREAS, the Dodge County Law Enforcement Committee recommends that the Dodge County Board of Supervisors grant the requests of the Sheriff, as set forth above;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby authorizes and directs the Dodge County Finance Director to appropriate to the 2015 Dodge County Sheriff's Office Budget:

1. Anticipated revenues in the amount of \$26,000 from donations made by individuals and organizations, to Business Unit 2032, Law Enforcement, Account No. .4850, Donations;
2. Expenditures in the amount of \$26,000, to Business Unit 2032, Law Enforcement, Account No. .5819, Other Capital Equipment, to be expended in the following general categories in the following estimated amounts: 1) Tactical Protection Vests for deputies of the Sheriff's Office - \$25,000; and, 2) Equipment required for Project Lifesaver, a program that tracks individuals with cognitive disorders who have become lost - \$1,000;
3. Fund balance in the amount of \$7,500 to Business Unit 2032, Law Enforcement, Account No. .4932, Fund Balance Forward; and,
4. Expenditures in the amount of \$7,500, to Business Unit 2032, Law Enforcement, Account No. .5326, Advertising, and Account No. .5819, Other Capital Equipment, to be expended in the following amounts: 1) Advertising - \$2,500; and, 2) Capital items - \$5,000.

All of which is respectfully submitted this 16th day of June, 2015.

Dodge County Law Enforcement Committee:

MaryAnn Miller

Larry Schraufnagel

Darrell Pollesch

Lisa Derr

Larry Bischoff

FISCAL NOTE:

Is the referenced expenditure included in the adopted
2015 Budget? _____ Yes or _____ No

Fiscal Impact on the adopted 2015 Budget:

\$ _____

Fiscal Impact reviewed by the Dodge County Finance
Committee on _____, 2015.

David Frohling, Chairman
Dodge County Finance Committee

Vote by Finance Committee Members to Recommend Approval of this Resolution:

David Frohling: _____ Aye _____ No _____ Abstain _____ Absent from Meeting

Wayne Uttke: _____ Aye _____ No _____ Abstain _____ Absent from Meeting

Phillip Gohr: _____ Aye _____ No _____ Abstain _____ Absent from Meeting

Gerald Adelmeyer: _____ Aye _____ No _____ Abstain _____ Absent from Meeting

Thomas J. Schaefer: _____ Aye _____ No _____ Abstain _____ Absent from Meeting

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maasbros@maasbros.com

May 28, 2015

Chief Deputy Scott Smith
Dodge County Sheriff Dept
124 West St
Juneau, WI 53039

RE: Construction Management Services Proposal - REVISION #2

Chief Deputy Smith;

Maas Bros Construction Co., Inc proposes to provide Construction Management Services for a 3,240 SF +/- post-framed construction Evidence Storage Facility at the Dodge County Impound Lot in Juneau, WI. We have based our proposal on a Single Prime Contract Bid Package that would include structural design and plan submittal to Department of Commerce by the Bidding Contractors for this facility. Bid Package will also include all HVAC and Electrical components and design of same.

We include the following services in our proposal:

Initial Planning Meeting - No on-site meeting included. Will incorporate into Project Scope Development

Project Scope Development - Work in conjunction with Sheriff Dept Staff & Design Consultant to develop bidding docume

Bid Document Review Meeting - Review final Bidding Documents with Sheriff Dept for approval. This will be handled via conference call.

Bid Solicitation of Construction Package - This item is eliminated from Maas' scope and will be handled by Dodge County

Bid Opening, Review & Recommendation for Construction Services & Suppliers - Review & qualify bids received and provide recommendations for acceptance. Dodge County will forward bids received to Maas Bros. Maas will not attend bid opening.

Pre-Construction Meeting - Develop project schedule and review project requirements and expectations with Owner, Architect and Contractors.

Project Supervision - Due to nature of project, we do not feel 100% full-time project supervision is required. We are proposing to provide 5 hours of on-site supervision per week at times when work is being performed. Based on a 4 week project, our proposal includes a total of 20 construction supervision hours. Additional hours, if required or requested, will be billed at \$120.00/HR.

Review of Shop Drawings - Review all shop drawings for conformance to plans and specifications.

Substantial Completion Inspection - Perform Final Inspection with Sheriff Dept representative. Coordinate completion of any outstanding items with Contractors and Suppliers.

Closeout Documentation - Compile Operation & Maintenance Manuals and Warranties from Contractors and Suppliers.

1-Year Warranty Inspection - Inspect building for any warranty issues that require attention. Coordinate work completion with responsible parties.

Site/Meeting Trips - We include a total of twelve (12) trips to site or other out of office locations in this proposal. Mileage costs are included for these trips.

Reimbursibles - Reimbursibles will be charged at cost plus 10%. These costs may include state or local permit fees, printing costs, postage or other incidental costs.

Mileage - Additional trips not allowed for in above listed items will be charged at \$0.55/mile.

Management Fee Rate - Additional Services will be billed at \$120.00/HR for work not covered by items listed above.

Outside Consultants - Proposal includes the services of Angus Young Associates to assist with the development of the Bidding Documents.

Billings - *Project will be billed on a monthly basis for work completed.*

Project Timeline - *Angus Young anticipates 4 weeks will be required from Notice To Proceed to develop Bidding Documents. We recommend allowing for a 2 week bidding time frame for this project. 1 week for bid review and any qualifications that may be required. Recommend planning for 7 weeks from NTP to Contract. Construction time frame is anticipated to be 4-6 weeks but this will be dependant upon the awarded bidders schedule. We would recommend making delivery schedule a requirement of the bid package for the building.*

Maas Bros. Construction Co., Inc proposes to complete the above listed items for the lump sum amount of \$9,670.00 (Nine thousand, six hundred seventy dollars)

We appreciate the opportunity to provide this proposal for your review and consideration. Please feel free to contact us with any quesitons or concerns.

Respectfully submitted;

Maas Bros. Const. Co., Inc



Daniel P. Shea, Vice-Pres.